

**Minutes of the Regular Meeting  
of the Board of Library Trustees**  
December 3, 2007

TRUSTEES PRESENT: Chair Bob Byrd, Sandra Rich, Jack Spillane, Jan Lieberman

EXCUSED ABSENCE: Georgina Dinh

STAFF PRESENT: Karen Saunders, City Librarian  
Hillary Brookshire, Senior Library Assistant-Administration

MEMBERS OF  
THE PUBLIC: Maria Daane, Executive Director, Library Foundation

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MATTERS FOR COUNCIL ACTION:

None

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**I. CALL TO ORDER**

Chair Byrd called the meeting of the Board of Library Trustees to order at 7:06 p.m.

**II. MINUTES OF NOVEMBER 5, 2007 MEETING**

Chair Byrd asked the board for comments or corrections regarding the minutes for the November 5, 2007 meeting. Following a brief discussion, Trustee Spillane made a motion to approve the November 5, 2007 minutes as written, with a second from Trustee Lieberman. The November 5, 2007 minutes were approved as written by a unanimous vote.

**III. CORRESPONDENCE**

None.

**IV. GIFTS**

The City Librarian stated that Linda Rivas, Library Assistant II in the Circulation Department, had made a donation of DVD's to the Library valued at \$1,000. Director Daane stated that an additional benefit had come from Linda Rivas' donation. Linda had bought the DVD's through the Amazon.com link on the Foundation website, which gives 5% back to the Library Foundation.

The Board directed the City Librarian to write a letter of appreciation to Linda Rivas for her generous donation, and to include recognition in the library newsletter.

## **V. PUBLIC PRESENTATIONS**

### **A. Library Foundation**

Maria Daane, Executive Director of the Library Foundation and Friends, reviewed the Foundation's recent activities. In October 2007, donated books were added to the library collection valued at \$3,000. In November 2007, 233 donated books were added to the collection at a value of \$5,600. November's donation included a large number of graphic novels and children's books. A Foundation Board member made a grant of \$1,000, and there were \$1,000 in other gifts. The Foundation's direct mail campaign is now underway. An evaluation of this mailing will be done to determine its effectiveness. Director Daane stated that currently no one is removed from the list unless the mail is undeliverable by the post office.

Chair Byrd asked Director Daane about the recent "Visioning Meeting" held by the Foundation Board of Directors. Director Daane explained that the Board had developed new goals and was in the process of reorganizing their committee structure to reach those goals. New committee descriptions and new assignments will be a part of the process to fully implement new programs in 2009-10.

## **VI. OLD BUSINESS**

### **A. Board of Library Trustees Bylaws**

At the November meeting, the Board had reviewed and suggested revisions to Article I – Officers, Section 2: regarding the schedule for nominating new officers. Final approval had been deferred to tonight's meeting. One additional change was made in Section 2 at this meeting. Trustee Rich made a motion to approve the Bylaws as revised, with a second from Trustee Spillane. The Bylaws were approved as revised by a unanimous vote.

## **VII. NEW BUSINESS**

### **A. Native American Heritage Month at the Library**

The City Librarian described the Native American Heritage programs held at the library in the month of November. On Monday, November 19, the family program "Native American Stories on Film" for ages 4 and older was presented in the Redwood Room. On Tuesday, November 20, 2007, the Native American drum group, SwiftCloud Drum, performed at "Celebrate Native American Heritage Month!" SwiftCloud Drum performed traditional songs and drumming accompanied by Native American dancers; Library Assistant I, Kevin Guerito, is a member of the group. Approximately 150 people attended the November 20<sup>th</sup> program.

### **B. Policy for Posting and Distribution of Community Information**

The City Librarian stated that this policy had last been reviewed on June 6, 2005. Trustee Lieberman commented that she found the policy quite detailed and provided specific information on the library's posting rules. Trustee Spillane agreed and said that he felt the policy adequately covered the subject. Following a brief discussion, Trustee Lieberman made a motion to approve the Policy for Posting and Distribution of Community Information as written, with a second from Trustee Spillane. The motion passed with a unanimous vote.

### **C. Policy Governing the Use of Library Grounds**

The City Librarian explained the purpose of the Policy Governing the Use of Library Grounds. It is meant to provide direction on the use of library for handing out flyers to the public, petitioners seeking signatures, etc. The library can specify time, manner, and place for these activities, but not the content. The Board discussed the specifics of the policy and agreed that it covered the subject well. A small grammatical revision was requested. Trustee Rich made a motion to approve the Policy Governing the Use of Library Grounds as revised, with a second from Trustee Lieberman. The motion passed unanimously.

## **VIII. CITY LIBRARIAN'S REPORT**

### **A. Library Monthly Report – October 2007**

The City Librarian reviewed the statistics in the October 2007 Monthly Report.

### **B. Activities**

The City Librarian stated that invitations had been sent to Board members to attend the READ Santa Clara party on Thursday, December 13, 2007 from 6:30 p.m. to 8:30 p.m. at St. Justin Parish School Hall. Three City Councilpersons, Dominic Caserta, Kevin Moore, and Joe Kornder, were judges of the learner writings and will be invited to attend and congratulate the winners.

Effective December 1, 2007, the City has a new URL: [www.santaclaraca.gov](http://www.santaclaraca.gov) The old URL, [www.ci.santa-clara.ca.us](http://www.ci.santa-clara.ca.us), will continue to be effective for the near future.

The City Librarian stated that the four library systems in the Bay Area, BALIS, PLS, SVLS, and MOBAC, are discussing consolidating into one large system. Pooling efforts for programming, publishing, new research, and obtaining discounts in buying materials would be some of the benefits to consolidation. A timeline will be established, but the consolidation will not happen for several years. This change will not affect the individual operations of libraries within the system.

### **C. Personnel**

The City Librarian announced that David Smith, Senior Library Assistant-Graphic Arts, has submitted his resignation. His last day will be December 13, 2007. David is currently working with technology staff to pass on web page design responsibilities.

## **IX. MATTERS OF TRUSTEE INTEREST**

None

**X. CALENDAR**

- . Monday, December 24, 2007, Christmas Eve – Library closes at 5:00 p.m.
- . Tuesday, December 25, 2007, Christmas Day – City Holiday – Library Closed
- . Monday, December 31, 2007, New Year's Eve – Library closes at 5:00 p.m.
- . Tuesday, January 1, 2008, New Year's Day – City Holiday – Library Closed
- . No Board of Library Trustees Meeting in January 2008
- . Monday, January 21, 2008, Martin Luther King Day – City Holiday – Library Closed
- . Monday, February 4, 2008, Board of Library Trustees Meeting,  
Library Board Room, 7:00 p.m.

**XI. ADJOURNMENT**

There being no further business, Chair Byrd adjourned the meeting at 8:10 p.m.

Respectfully submitted,

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Sandra Rich  
Secretary to the Library Board of Trustees

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